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EEO
Spotlight

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Guides on EEO Collateral Duties

The Civil Service Commission recently issued new guidelines on documenting collateral equal employment opportunity duties in official position descriptions in Federal Personnel Manual Letter 713-37. Collateral assignments must be described in the official position description.

Guidance for writing position descriptions of both collateral and full-time Federal Women's Program and Spanish Speaking Program coordinators is provided in the FPM Letter. It also suggests that conditions of assignments and appraising employee performance of collateral EEO assignments be outlined in a memorandum of understanding.

EEO collateral assignments are official EEO duties and responsibilities assigned to an employee as an addition to the primary duties and responsibilities of the position he or she occupies. The employee must meet qualification requirements for EEO collateral assignments published in the CSC handbook X-118. For purposes of such an assignment, the employee receives technical guidance and review from an EEO official, who is usually someone other than the regular supervisor. The assignment

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Esparza Cited by IMAGE

Carlos F. Esparza, Director, Office of the Spanish Speaking Program, U.S. Civil Service Commission has been cited by IMAGE, a national Hispanic organization, for his contributions in advancing equal employment opportunities for Spanish-speaking persons.

The National President of IMAGE, Gilbert Chavez, said, "We feel that Carlos is a natural prospect to receive this award in recognition of his work at the Civil Service Commission. He has been responsive and innovative in providing counsel and assistance for programs beamed at the Spanish speaking."

Esparza, a native of El Paso, Texas, has served with the CSC for 13 years and has held positions as a personnel investigator, personnel staffing specialist, personnel management advisor and administrative intern. He was named assistant director of the Commission's Office of the Spanish Speaking Program in February 1973, and became director of the program in August 1974.

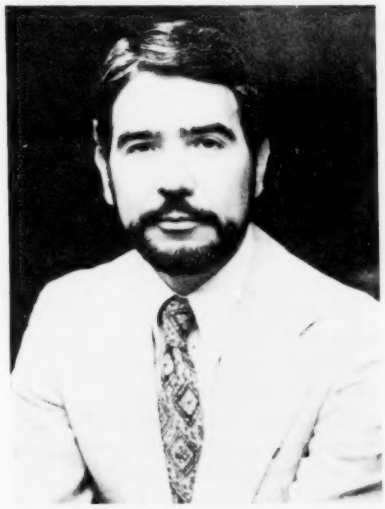
The award was presented to Esparza at the recently held IMAGE National Convention in San Antonio, Texas. IMAGE noted that he initiated the newsletter, "La Mesa Redonda", developed the Spanish Speaking Program coordinator's handbook; arranged preconvention seminars for coordinators, and advanced the concept of the Federal Executive Board sponsorship of Spanish Speaking Program councils. He was also recognized for having developed the program's communications system to agencies and the Job Alert Bulletins to Hispanic organizations.

OFEEO Takes Over Cases

The Civil Service Commission's Office of Federal Equal Employment Opportunity has moved aggressively to expedite processing of complaints of discrimination filed by Federal employees and applicants for Federal employment.

Pursuant to a regulation provision under which the Commission may assign its own investigators to agency cases in danger of exceeding processing time limits, OFEEO took over 454 cases during the 15-month period comprising Fiscal Year 1976 and the transition quarter.

Complaint processing statistics compiled by the Commission also showed that, during Fiscal Year 1976, the Federal Employee Appeals Authority conducted hearings in 1,965, complaints and the Appeals Review Board reviewed 1,423 appeals from agency decisions.



Carlos Esparza

Upward Mobility Grows at NOAA

Two years ago the National Oceanic and Atmospheric Administration's (NOAA) upward mobility program was featured here in the EEO SPOTLIGHT. At that time, there were four program components making up NOAA's Scientific Upward Mobility Training Program (SUMTP). The upward mobility staff at NOAA has not been idle. During the past two years, they have developed and expanded their administrative upward mobility training programs, increasing NOAA's effort to eight Upward Mobility Training Programs (UMTP).

Some 120 employees are participating in the 1976-1977 upward mobility program at NOAA. Of these, some 85 percent are minority and female employees.

The four scientific programs that were previously featured were the Scientific Technician Program, Scientific 20/20 Work Study Program, Science Intern Program, and the Graduate Scientist Program. Through these programs employees in NOAA, as well as other qualified candidates outside the agency, are offered entry level positions and career advancement opportunities in such scientific or technological fields as biology, cartography, chemistry, engineering, geodesy, geophysics, hydrology, mathematics, meteorology, oceanography, physics, and others.

The four Administrative Upward Mobility Programs are the Administrative Technician Program, Administrative 20/20 Work Study Program, Administrative Trainee Program, and Administrative Fellowship Program.

The **Administrative Technician Program** is designed to encourage para-professional jobs in administrative areas throughout NOAA. It is a 12-month on-the-job training program in the target discipline and includes formal training. The program is open to employees in grades GS-2 through GS-5 or equivalent grades who have been employed with NOAA at least six months. Completion of the program qualifies the trainee for promotion and/or reassignment to a para-professional position in budget, personnel, procurement, accounting, or general administration areas. Successful trainees are then able to move up the career ladder to the journeyman level in technician series positions. Fourteen trainees are in the program with nine targeted for headquarters positions and five targeted for field positions.

The **Administrative 20/20 Work Study Program's** objective is to attract and develop professional and para-professional employees in the field of administration. Employees receive on-the-clock post high school education in administrative subjects. Trainees work 20 hours on their present jobs and spend 20 hours weekly attending college or university courses pursuing an administrative curriculum. The program was created as a half-time study program for candidates in grades GS-4 through GS-9 or equivalent grades who possess a minimum of one year administrative experience or one year of post high school education. Candidates for this program must have been employed with NOAA for one year.

The **Administrative Trainee Program** prepares employees to enter professional administrative ositions throughout NOAA, and is open to employees in grades GS-4 through GS-8 or equivalent grades who have been employed with NOAA at least one year. Trainees receive 12 months of intensive on-the-job training in their targeted discipline along with formal classroom training. Upon successful completion, trainees are promoted or reassigned to professional positions in budget, personnel, procurement, accounting or general administration. Some 8 trainees are in the program.

Extending the concepts of upward mobility to a higher level career development area, NOAA has established the **Administrative Fellowship Program** which attracts employees who in future years may progress to responsible positions of leadership. The program is open to employees in grades GS-9 through GS-12 or equivalent grades who have been employed at NOAA a minimum of one year and have shown they possess the ability to accept difficult responsibilities, and have a potential for growth. Training consists of one year of broad introductory training and development experience in administrative work. Trainees who successfully complete the program are promoted and/or reassigned to professional administrative positions.

The goals of the four Administrative programs are to stress better use of available human resources in NOAA; to identify and train men and women with a high degree of potential and to provide such individuals with the maximum opportunities to improve their capabilities in the administrative area of NOAA; and to stress improvement of upward mobility and equal employment opportunity in NOAA.

The application procedure for all four programs is the same. NOAA employees submit a memorandum stating program interest, describing career goals and first and second choices, a merit promotion interest statement, a personal qualifications statement, and a NOAA employee appraisal form through their immediate supervisor. Applications are accepted on a continuous basis and are considered when the programs are opened.

Eligibility is determined by the parameters established for each program. Selection criteria for any program are based upon the panel interview of the candidate, supervisory appraisal, work experience, education, awards and potential. The panel interview determines if the candidate has an overall background which clearly indicates he or she has the potential ability to perform successfully in the target position. NOAA employees who do not possess the necessary

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qualifications may enter three of the programs through an approved Civil Service Commission Training Agreement. Final selections are made by organization officials where the target positions are located.

Each upward mobility program has an initial orientation program specifically designed for trainees. which provides an organized introduction to the job, working environment, and the agency. Assessments are made of individual vocational and educational interests and capabilities. Each participant has an individual career development plan for entry into the target position. Continuous counseling and career guidance services are provided on a systematic basis in consultation with the trainee and supervisor on the selection of required academic courses and assignments in order to meet the target position. Each program provides on-the-job training and/or college and university programs which increase in difficulty and responsibility as the trainee advances. Trainees' progress is evaluated regularly with feedback to the trainees.

For more information on UMTP, contact Chief, Upward Mobility Section, NOAA, Personnel Division, Special Personnel Programs Branch, 6001 Executive Blvd., Rockville, Md. 20852.

Reminder to Agencies

It is again time for Federal agencies to ride the Civil Service Commission's Requistion Number 78-46 to obtain bulk copies of the EEO SPOTLIGHT for Fiscal Year 1978. The CSC does not provide bulk copies to Federal agencies.

We would also like to remind Federal agencies to order sufficient numbers of the publication to cover the EEO staffs and counselors in field locations.

Check with the agency publication or procurement office and complete a Standard Form 1 and submit it to the Government Printing Office.

NOAA Upward Mobility Program Participants L to R: Mark Harrington, Roger Barlett, Beatrice Latzy, Ronald Payne, Sandra Meyers, Andrew Shephard, Milton Palmer, Gary Wills.

Four NOAA Trainees Progress

Four participants of NOAA's Scientific Upward Mobility Program were featured in the SPOTLIGHT two years ago. Each has completed the program and following is an update of their progress.

Ronald Payne: was a laborer-driver for NOAA in Maryland who applied to the upward mobility program "to try to get up in the world." He completed the Scientific Technician Training Program as a Biological Technician, GS-5, in the Northwest Fisheries Center in Seattle. He is now a GS-7, Biological Technician performing various duties on cruises as far away as Alaska.

Patricia Arasmith: joined NOAA in 1965 as a plankton sorter with the National Marine Fisheries Service in La Jolla, California, and was in a deadend position at the GS-4 level. She completed the Scientific Technician Program and joined the staff at NOAA's Auke Bay, Alaska Fisheries Center. She is now a GS-5 Biological Technician, and her career ladder can take her to the GS-11 level.

Lucille Manko: was a secretary in NOAA's Finance Division before being selected for the upward mobility training program. She completed the Scientific Technician Program as a Cartographic Technician, GS-5. She has progressed to the GS-7 level and according to her supervisor, she is doing an outstanding job.

Michael Hodges: was a NOAA mail clerk, GS-5, in a job that offered him little if any challenge. He was selected for the upward mobility program and is presently a Physical Science Technician, GS-6, with the Environmental Data Service. He is also the vice chairman of the EEO Committee. Hodges is in a career ladder that goes to GS-12 and he is expecting his second promotion to GS-7 shortly.

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Editor: Ed Shell

The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through March 31, 1980.

New Minority Employment Figures

The Civil Service Commission recently reported that minority employment in the year ending May 31, 1976, increased by 2,801 jobs in spite of a decline of 13,296 jobs in total full-time Federal employment. Minority employees made substantial net gains in higher grades and salaries.

As of May 31, 1976, minorities held 512,715 jobs (21.1 percent of total Federal employment), up from 509,914 (20.9 percent) in May 1975. Total full-time employment as covered by the survey showed 2,424,772 jobs in May 1976.

Both the number of minority group employees and total full-time employees continued to increase in the white-collar (General Schedule and similar) pay systems.

Minorities gained 10,004 additional General Schedule (GS) and similar jobs, up from 235,865 (17.1 percent) in May 1975, to 245, 869 (17.6 percent) in May 1976.

Other major pay systems showed fewer numbers of minority and total full-time Federal workers during the one-year period. However, minorities continued to experience net gains in supervisory and leader positions under wage systems.

Employment of Blacks continued to increase under the GS and similar white-collar pay systems (up 4,526 from 174,063—12.6 percent to 178,589—12.8 percent). The overall number of Federal jobs held by Blacks declined by 1,939, from 387,043 to 385,104 (a constant 15.9 percent).

Spanish-surnamed employees (Hispanics) increased their overall numbers in the full-time Federal workforce by 1,422, from 79,970 (3.3 percent) to 81,392 (3.4 percent). All job gains by Hispanic employees were made under the General Schedule and similar pay systems, up 2,507, from 34,343 (2.5 percent) to 36,850 (2.6 percent).

American Indian employees gained 1,544 additional Federal jobs, from 21,138 to 22,682 (a constant 0.9 percent). Under the GS white-collar pay systems, American Indians gained 1,312 jobs, from 14,647 to 15,959 (a constant 1.1 percent).

Oriental Americans increased their numbers throughout all major pay systems in the full-time Federal workforce. Their overall gain was 1,774 jobs, from 21,763 (0.9 percent) to 23,537 (1.0 percent). Under the General Schedule and similar pay systems, Orientals gained 1,659 jobs, from 12,812 (0.9 percent) to 14,471 (1.0 percent).

Duties cont'd

involves less than 50 percent of the employee's worktime; does not constitute a grade controlling duty or responsibility; and may be ended, or reassigned to another employee, at management's discretion.

Position descriptions must show which official oversees the work of the employee in the EEO collateral assignment; must show the percent of the employee's worktime spent on the EEO assignment; and must describe the specific duties and responsibilities of the collateral assignment.

For more information or to review FPM Letter 713-37, contact your agency's personnel office.

Other New Issuances

Equal employment opportunity and personnel staffs of Federal agencies should watch for these new Federal Personnel Manual issuances:

FPM Letter 713-38: Consolidation and Joint Processing of Discrimination Complaints, and Processing of Class Complaints of Discrimination, dated May 31, 1977.

FPM Letter 338-7: Guidelines for Entry Age Limit Proposals.

For more information or to review these new FPM's, check with your agency's personnel office.

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